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| **Description: Macintosh HD:Users:mschmidt:Documents:*V State Logos:West Hall Logos:VSU_West_Dome_Logo_2C.eps** | ***Department of Music – Personnel Subcommittee Report***  *Valdosta State University*  ***Department of Music***  *www.valdosta.edu/music* |

**Date:** [mm/dd/yyy]

**To:** [faculty member], Department of Music – Personnel Committee, Chair

**From:** [faculty member], Subcommittee Chair

**Re:** Subcommittee Report for NAME Pre-Tenure/Tenure/Post-Tenure/Promotion/ 3 Year/5 Year Review

This letter provides our recommendation concerning the ACTION (pre-tenure review, etc.) of NAME. S/he has been teaching and on the tenure track at VSU since YEAR. This review is for the academic years of year.

In the area of Teaching, we find NAME to be OUTSTANDING/SATISFACTORY/UNSATISFACTORY. *(note: in order to be considered for tenure or promotion, faculty must be rated as OUTSTANDING in this area.)* Evidence. Suggestions for improvement.

In the area of Professional Development and Scholarship, NAME has been OUTSTANDING/SATISFACTORY/UNSATISFACTORY. [*(note: Critiques that are included in peer reviews should not necessarily have a negative impact on the candidate; equally important is how the candidate responds. When reading the external reviews, please also carefully consider if the candidate appropriately responds to critiques (i.e. provides a clear rebuttal or demonstrates an understanding of the critiques and devises a plan to improve their teaching or performance in the future.)]* *(note: in order to be considered for promotion to Full Professor, faculty must be rated as OUTSTANDING in this area. In order to be considered for tenure or promotion to Associate Professor, faculty must be rated as OUTSTANDING in either this area or Service.)* Evidence. Suggestions for improvement.

In the area of Service, NAME’s work has been OUTSTANDING/SATISFACTORY/UNSATISFACTORY. *(note: in order to be considered for promotion to Full Professor, faculty must be rated as OUTSTANDING in this area. In order to be considered for tenure or promotion to Associate Professor, faculty must be rated as OUTSTANDING in either this area or “Professional Development and Scholarship.”)* Evidence. Suggestions for improvement.

Annual faculty reviews within the department only include “Satisfactory” and “Unsatisfactory” ratings, without an option for “Outstanding.” NAME has received a “Satisfactory”/”Unsatisfactory” rating in x areas in these years by the department head. Suggestions for improvement have included x. In summary, his/her work at VSU has been OUTSTANDING/SATISFACTORY/UNSATISFACTORY.

Faculty Name, Subcommittee Chair

Faculty Name

Faculty Name

Faculty Name, Chair

Music Department Personnel Committee